



Surveillance Technology Policy

Unmanned Aerial Vehicles or Drones

Port

The City and County of San Francisco values privacy and protection of San Francisco residents' civil rights and civil liberties. As required by San Francisco Administrative Code, Section 19B, the Surveillance Technology Policy aims to ensure the responsible use of Unmanned Aerial Vehicles or Drones itself as well as any associated data, and the protection of City and County of San Francisco residents' civil rights and liberties.

PURPOSE AND SCOPE

The Department's mission is to: manages the waterfront as the gateway to a world-class city and advances environmentally and financially sustainable maritime, recreational, and economic opportunities to serve the City, Bay Area region, and California

The Surveillance Technology Policy ("Policy") defines the manner in which the Unmanned Aerial Vehicles or Drones will be used to support this mission, by describing the intended purpose, authorized and restricted uses, and requirements.

This Policy applies to all to department personnel that use, plan to use, or plan to secure Unmanned Aerial Vehicles or Drones, including employees, contractors, and volunteers. Employees, consultants, volunteers, and vendors while working on behalf of the City with the Department are required to comply with this Policy.

POLICY STATEMENT

The authorized use of Unmanned Aerial Vehicles or Drones technology for the Department is limited to the following use cases and is subject to the requirements listed in this Policy.

Authorized Use(s):

Disaster response and recovery: Provide DOC with high resolution images during response and recovery operations after a disaster.

Facility Inspections: Provide high resolution images during engineering and environmental surveys and assessments of Port properties.

Marketing: Capture Drone footage to be used in marketing materials for the promotion of activities and opportunities at the Port.

Prohibited use cases include any uses not stated in the Authorized Use Case section.

Further, processing of personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying an individual person, data concerning health or data concerning an individual person's sex life or sexual orientation shall be prohibited.

BUSINESS JUSTIFICATION

Unmanned Aerial Vehicles or Drones supports the Department’s mission and provides important operational value in the following ways:

1. Drones will provide the Port Department Operations Center (DOC) with high resolution images during response and recovery operations after a disaster.
2. Drones will provide high resolution images during engineering and environmental surveys and assessments of Port properties.
3. Drones will support the development of marketing materials for the promotion of activities and opportunities at the Port.

In addition, Unmanned Aerial Vehicles or Drones promises to benefit residents in the following ways:

- | | |
|---|--|
| <input checked="" type="checkbox"/> Education | Drone imagery will be used to provide materials to residents by promoting Port efforts to advance improvements in the environment, social equity and quality of life for San Francisco residents and visitors. |
| <input type="checkbox"/> Community Development | |
| <input type="checkbox"/> Health | |
| <input checked="" type="checkbox"/> Environment | Drone imagery will be used to conduct environmental surveys of Port property and open space. Drone imagery may be during an Oil Spill response to monitor environmentally sensitive sites and to conduct shoreline assessments |
| <input type="checkbox"/> Criminal Justice | |
| <input type="checkbox"/> Jobs | |
| <input type="checkbox"/> Housing | |
| <input checked="" type="checkbox"/> Other | Drone imagery will be used in the Port’s DOC to provide situational awareness and common operating picture during an emergency response. |

Unmanned Aerial Vehicles or Drones will benefit the department in the following ways:

Benefit	Description	Quantity
<input checked="" type="checkbox"/> Financial Savings	Drones can be far more time efficient and cost effective when conducting asset inspections, by mitigating the need for traffic control, expensive scaffolding/swing stage or other equipment, and can provide more detailed photographs/videos of the assets or areas in need of maintenance or repairs than can be done manually, minimizing labor costs.	
<input checked="" type="checkbox"/> Time Savings	Deploying a drone can provide time savings over setting up and employing equipment such as scaffolds/swing stages/scissor-lift vehicles, etc.	
<input checked="" type="checkbox"/> Staff Safety	Drones can be deployed to dangerous locations instead of personnel, such as rooftops, at the sides of building/bridges, along cliff areas or areas prone to erosion.	

Data Quality

Some locations which are difficult to access by personnel may be more easily photographed using drone technology, thereby achieving better data.

Other

Other benefits include: N/A

POLICY REQUIREMENTS

This Policy defines the responsible data management processes and legally enforceable safeguards required by the Department to ensure transparency, oversight, and accountability measures. Department use of surveillance technology and information collected, retained, processed or shared by surveillance technology must be consistent with this Policy; must comply with all City, State, and Federal laws and regulations; and must protect all state and federal Constitutional guarantees.

Specifications:

The software and/or firmware used to operate the surveillance technology must be kept up to date and maintained.

Safety:

Surveillance technology must be operated in a safe manner. Surveillance technology should not be operated in a way that infringes on resident civil rights, including privacy, or causes personal injury or property damage.

Data Collection:

Departments shall minimize the use, collection, and retention of Personally Identifiable Information (PII) to what is strictly necessary to accomplish the intended purpose of the surveillance technology.

Department shall only collect data required to execute the authorized use case. All data collected by the surveillance technology, including PII, shall be classified according to the City's [Data Classification Standard](#).

Should information be incidentally collected that is not necessary to accomplish the intended purpose of the surveillance technology, including information that may be used to identify persons or private information, Department shall remove all incidental PII from raw data.

Data types can take the form video, audio, still images. Data formats can take the form of XML, PDF, HTML, Plain Text, JPEG, etc. The surveillance technology collects the following data types and formats:

- Video in MOV format
- Still images from cameras in PDF format

The surveillance technology collects the following data types:

Data Type(s)

Format(s)

Classification

	<p>Photographic and video data of Port properties and facilities JPEG, PNG, MIOV, AVI, CSV Level 2</p> <hr/> <p>Photographic and video of Port properties and facilities including critical maritime transportation system infrastructure regulated by the Maritime Transportation Security Act JPEG, PNG, MIOV, AVI, CSV Level 4</p>
<p>Notification:</p>	<p>Departments shall notify the public of intended surveillance technology operation at the site of operations through signage in readily viewable public areas. Department notifications shall identify the type of technology being used and the purpose for such collection.</p> <p>Department includes the following items in its public notice:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Information on the surveillance technology <input checked="" type="checkbox"/> Description of the authorized use <input checked="" type="checkbox"/> Type of data collected <input checked="" type="checkbox"/> Will persons be individually identified <input checked="" type="checkbox"/> Data retention <input checked="" type="checkbox"/> Department identification <input checked="" type="checkbox"/> Contact information
<p>Access:</p>	<p>All parties requesting access must adhere to the following rules and processes (please refer to the data sharing section to ensure all information covered in that section is also included below): Distinctive personal features or license plate information collected inadvertently (if any) will be blurred using an approved editing software prior to use or storage of images (drone “data”) for any business purposes. Once PII have been obscured or removed from images, data may be used by department based on use cases identified above and may be stored on servers for future use. RAW (unedited) data shall not be used or retained.</p> <p>Data must always be scrubbed of PII as stated above prior to use.</p> <p><i>A. Department employees</i></p>

	<p>Once collected, the following roles and job titles are authorized to access and use data collected, retained, processed or shared by the surveillance technology.</p> <ul style="list-style-type: none"> • 0931 Manager III • 0953 Chief Harbor Engineer 0923 Manager II • 0922 Manager I, Port- Planning & Environment Port- Engineering Port- Executive <p>The following providers are required to support and maintains the surveillance technology and its associated data to ensure it remains functional:</p> <ul style="list-style-type: none"> • Baseline Environmental or another City Compliant Vendor <p><i>B. Members of the public</i></p> <p>Port will comply with the California Public Records Act, the San Francisco Sunshine Ordinance, the requirements of the federal and State Constitutions, and federal and State civil procedure laws and rules.</p> <p>Collected data that is classified as Level 1-Public data may be made available for public access or release via DataSF's Open Data portal. Anyone, including criminal defendants, may access such data. Open Data has a Public Domain Dedication and License, and makes no warranties on the information provided. Once public on Open Data, data can be freely shared, modified, and used for any purpose without any restrictions. Any damages resulting from use of public data are disclaimed, including by criminal defendants.</p> <p>Members of the public, including criminal defendants, may also request access by submission of a request pursuant to San Francisco's Sunshine Ordinance. No record shall be withheld from disclosure in its entirety unless all information contained in it is exempt from disclosure under express provisions of the California Public Records Act or some other statute.</p>
<p>Data Security:</p>	<p>Department shall secure PII against unauthorized or unlawful processing or disclosure; unwarranted access, manipulation or misuse; and accidental loss, destruction, or damage. Surveillance technology data collected and retained by the Department shall be protected by the safeguards appropriate for its classification level(s).</p> <p>To protect surveillance technology information from unauthorized access and control, including misuse, Departments shall, at minimum, apply the following safeguards:</p> <ul style="list-style-type: none"> • Only authorized personnel may access unedited data. Data will be encrypted and password protected.

Data Sharing:

Port will comply with the California Public Records Act, the San Francisco Sunshine Ordinance, the requirements of the federal and State Constitutions, and federal and State civil procedure laws and rules.

Port will endeavor to ensure that other agencies or departments that may receive data collected by Drones will act in conformity with this Surveillance Technology Policy.

For internal and externally shared data, shared data shall not be accessed, used, or processed by the recipient in a manner incompatible with the authorized use cases stated in this Policy.

Port shall ensure proper administrative, technical, and physical safeguards are in place before sharing data with other CCSF departments, outside government entities, and third-party providers or vendors (see Data Security).

Port shall ensure all PII and restricted data is de-identified or adequately protected to ensure the identities of individual subjects are effectively safeguarded.

Each department that believes another agency or department receives or may receive data collected from its use of STs should consult with its assigned deputy city attorney regarding their response.

The Department currently participates in the following sharing practices:

A. Internal Data Sharing

The department does not share surveillance technology data with other departments or entities inside the City and County of San Francisco.

Data sharing occurs at the following frequency: N/A

Before sharing data with any recipients, the Department will use the following procedure to ensure appropriate data protections are in place:

- Confirm the purpose of the data sharing aligns with the department's mission.
- Consider alternative methods other than sharing data that can accomplish the same purpose.
- Redact names, scrub faces, and ensure all PII is removed in accordance with the department's data policies.
- Review of all existing safeguards to ensure shared data does not increase the risk of potential civil rights and liberties impacts on residents.
- Evaluation of what data can be permissibly shared with members of the public should a request be made in accordance with the San Francisco's Sunshine Ordinance.

- Ensure shared data will be done in a cost-efficient manner and exported in a clean, machine-readable format.

Data sharing occurs at the following frequency:

- Dependent on services

To ensure that entities receiving data collected by the surveillance technology comply with the Surveillance Technology Policy, Department shall:

- The Port will not maintain records of raw, unprocessed drone data once the business purpose has been accomplished. The Port may store raw data up to a maximum of one year.

Data Retention:

Department may store and retain raw PII data only as long as necessary to accomplish a lawful and authorized purpose.

Please list data retention schedules (i.e., x type of data will be retained for 1 year) based on the following categories:

- Permanent records (i.e., records that are essential): shall be retained and preserved indefinitely
- Current records (i.e., records for operational necessity, ready reference, convenience): record retention schedules may vary but generally less than 10 years
- Storage records (i.e., records retained offsite): record retentions may vary but generally less than 10 years

The Department's data retention period and justification are as follows:

<p>The Port will not maintain records of raw, unprocessed drone data once the business purpose has been accomplished. The Port may store raw data up to a maximum of one year.</p>	<p>The Port 2017 Drone Policy as approved by the Port Commission and COIT.</p>
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PII data shall not be kept in a form which permits identification of data subjects for any longer than is necessary for the purposes for which the personal data are processed. PII data collected by the surveillance technology may be retained beyond the standard retention period only in the following circumstance(s):

Exceptions to the standard must be supported with documentation and a clear rationale, and maintained by department staff to be reviewed by COIT.

	<p>Departments must establish appropriate safeguards for PII data stored for longer periods.</p> <p>Data will be stored in the following location:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Local storage <input checked="" type="checkbox"/> Department of Technology Data Center <input checked="" type="checkbox"/> Software as a Service Product <input checked="" type="checkbox"/> Cloud Storage Provider
<p>Data Disposal:</p>	<p>Upon completion of the data retention period, Department shall dispose of data in the following manner:</p> <ul style="list-style-type: none"> • Practices: Raw data will be erased from all storage devices and servers after one year • Processes and Applications: All instances of PII will be blurred or obscured using editing software, such that no recognizable human features or license plate information remain.
<p>Training:</p>	<p>To reduce the possibility that surveillance technology or its associated data will be misused or used contrary to its authorized use, all individuals requiring access must receive training on data security policies and procedures.</p> <p>At the very least, department shall require all elected officials, employees, consultants, volunteers, and vendors working with the technology on its behalf to read and formally acknowledge all authorized and prohibited uses. Department shall also require that all individuals requesting data or regularly requiring data access receive appropriate training before being granted access to systems containing PII.</p> <p>Training applicable to: Port personnel and vendors on the Surveillance Technology Policy and the Port 2017 Drone Policy.</p>
<p>COMPLIANCE</p> <p>Department shall oversee and enforce compliance with this Policy using the following methods:</p> <ul style="list-style-type: none"> • Training applicable to Port personnel and vendors on the Surveillance Technology Policy and the Port 2017 Drone Policy <p>Department shall assign the following personnel to oversee Policy compliance by the Department and third-parties:</p> <ul style="list-style-type: none"> • Security and Emergency Planning Manager <p>Sanctions for violations of this Policy include the following:</p>	

- Progressive discipline as per the Port’s Personnel Policies and Procedures Manual, CCSF Personnel Policies and applicable employee memorandums of agreement.

If a Department is alleged to have violated the Ordinance under San Francisco Administrative Code Chapter 19B, Department shall post a notice on the Department’s website that generally describes any corrective measure taken to address such allegation.

Department is subject to enforcement procedures, as outlined in San Francisco Administrative Code Section 19B.8.

EXCEPTIONS

Only in exigent circumstances or in circumstances where law enforcement requires surveillance technology data for investigatory or prosecutorial functions may data collected, retained or processed by the surveillance technology be shared with law enforcement.

DEFINITIONS

Personally Identifiable Information:	Information that can be used to distinguish or trace an individual’s identity, either alone or when combined with other personal or identifying information that is linked or linkable to a specific individual.
Raw Data:	Information collected by a surveillance technology that has <u>not</u> been processed and cleaned of all personal identifiable information. The distribution and use of raw data is tightly restricted.
Exigent Circumstances	An emergency involving imminent danger of death or serious physical injury to any person that requires the immediate use of Surveillance Technology or the information it provides.

AUTHORIZATION

Section 19B.4 of the City’s Administrative Code states, “It is the policy of the Board of Supervisors that it will approve a Surveillance Technology Policy ordinance only if it determines that the benefits the Surveillance Technology ordinance authorizes outweigh its costs, that the Surveillance Technology Policy ordinance will safeguard civil liberties and civil rights, and that the uses and deployments of the Surveillance Technology under the ordinance will not be based upon discriminatory or viewpoint-based factors or have a disparate impact on any community or Protected Class.”

QUESTIONS & CONCERNS

Public:

Complaints or concerns can be submitted to the Department by:

Members of the public can register complaints/concerns or submit questions via calls or emails at 311.org or to the Port's 24 hour telephone number 415-274-0400

Department shall acknowledge and respond to complaints and concerns in a timely and organized response. To do so, Department shall:

- As per the Port of San Francisco Personnel Policies and Procedures Manual

City and County of San Francisco Employees:

All questions regarding this policy should be directed to the employee's supervisor or to the director. Similarly, questions about other applicable laws governing the use of the surveillance technology or the issues related to privacy should be directed to the employee's supervisor or the director.

APPENDIX A: Surveillance Technology Policy Requirements

The following section shows all Surveillance Technology Policy requirements in order as defined by the San Francisco Administrative Code, Section 19B.

1. A description of the product and services addressed by the Surveillance Technology, including the identity of any provider(s) whose services are essential to the functioning or effectiveness of the Surveillance Technology equipment or services for the intended purpose.

Drone technology incorporates unmanned, remotely operated aircraft with onboard visual recording equipment, for the purpose of capturing images from an aerial perspective.

Phantom 4 RTK is an aerial survey drone that combines centimeter-level navigation and positioning with a high-performance imaging system for use during surveying, mapping or inspection operations.

Baseline Environmental or another City Compliant Vendor

2. A description of the purpose(s) for which the Surveillance Technology equipment or services are proposed for acquisition, including the type of data that may be collected by the Surveillance Technology equipment or services.

Technology Use:

Drone technology will support our mission through the following:

- 1. Drones will provide the Port Department Operations Center (DOC) with high resolution images during response and recovery operations after a disaster.*
- 2. Drones will provide high resolution images during engineering and environmental surveys and assessments of Port properties*
- 3. Drones will support the development of marketing materials for the promotion of activities and opportunities at the Port.*

PII:

False

3. The uses that are authorized, the rules and processes required prior to such use, and uses of the Surveillance Technology that will be expressly prohibited.

Authorized Uses:

Disaster response and recovery: Provide DOC with high resolution images during response and recovery operations after a disaster.

Facility Inspections: Provide high resolution images during engineering and environmental surveys and assessments of Port properties.

Marketing: Capture Drone footage to be used in marketing materials for the promotion of activities and opportunities at the Port.

Rules:

Prohibited Uses:

Data must always be scrubbed of PII as stated above prior to use.

4. A description of the formats in which information collected by the Surveillance Technology is stored, copied, and/or accessed.

Data Type	Formats STP
Photographic and video data of Port properties and facilities	JPEG, PNG, MIOV, AVI, CSV
Photographic and video of Port properties and facilities including critical maritime transportation system infrastructure regulated by the Maritime Transportation Security Act	JPEG, PNG, MIOV, AVI, CSV

5. The specific categories and titles of individuals who are authorized by the Department to access or use the collected information, including restrictions on how and under what circumstances data collected with Surveillance Technology can be analyzed and reviewed, and the rules and processes required prior to access or use of the information.

Employee Job Classification & Title:

Data must always be scrubbed of PII as stated above prior to use.

Department:

Port- Planning & Environment

Port- Engineering

Port- Executive

If applicable, contractor or vendor name:

Baseline Environmental

Rules and processes required prior to data access or use:

Only authorized personnel may access unedited data. Data will be encrypted, and password protected

6. The general safeguards that protect information from unauthorized access, including encryption and access control mechanisms.

Data must always be scrubbed of PII as stated above prior to use.

7. The limited time period, if any, that information collected by the Surveillance Technology will be routinely retained, the reason such retention period is appropriate to further the purpose(s) enumerated in the Surveillance Technology Policy, the process by which the information is regularly deleted after that period lapses, and the specific conditions that must be met to retain information beyond that period

Retention:

The Port 2017 Drone Policy as approved by the Port Commission and COIT

Reason for retention:

Exceptions to the standard must be supported with documentation and a clear rationale, and maintained by department staff to be reviewed by COIT.

Deletion process:

The Port 2017 Drone Policy as approved by the Port Commission and COIT

Retention exemption conditions:

All instances of PII will be blurred or obscured using editing software, such that no recognizable human features or license plate information remain.

8. How collected information can be accessed or used by members of the public, including criminal defendants

Will the data be accessible to the public:

The Port will not maintain records of raw, unprocessed drone data once the business purpose has been accomplished. The Port may store raw data up to a maximum of one year.

9. Which governmental agencies, departments, bureaus, divisions, or units that may receive data collected by the Surveillance Technology operated by the Department, including any required justification or legal standard necessary to share that data and how it will ensure that any entity receiving such data complies with the Surveillance Technology Policy.

Name of agency: Baseline Environmental

Justification:

10. The training required for any individual authorized to use the Surveillance Technology or to access information collected by the Surveillance Technology

Training required:

True

Description of training:

Training applicable to Port personnel and vendors on the Surveillance Technology Policy and the Port 2017 Drone Policy

11. The mechanisms to ensure that the Surveillance Technology Policy is followed, including internal personnel assigned to ensure compliance with the policy, internal recordkeeping of the use of the technology or access to information collected by the technology, technical measures to monitor for misuse, any independent person or entity with oversight authority, and the sanctions for violations of the policy

Training required:

True

Process for responding to complaints:

Security and Emergency Planning Manager

Oversight process:

Progressive discipline as per the Port's Personnel Policies and Procedures Manual, CCSF Personnel Policies and applicable employee memorandums of agreement.

Compliance personnel titles:

0931 Manager III, 0953 Chief Harbor Engineer 0923 Manager II, 0922 Manager I, Port- Planning & Environment

Port- Engineering

Port- Executive

Restrictions:

Data must always be scrubbed of PII as stated above prior to use.

12. What procedures will be put in place by which members of the public can register complaints or concerns, or submit questions about the deployment or use of a specific Surveillance Technology, and how the Department will ensure each question and complaint is responded to in a timely manner.

Complaint procedures:

As per the Port of San Francisco Personnel Policies and Procedures Manual

Departmental follow-up process:

Training applicable Port personnel and vendors on the Surveillance Technology Policy and the Port 2017 Drone Policy

Members of the public can register complaints/concerns or submit questions via calls or emails at 311.org or to the Port's 24 hour telephone number 415-274-0400.